



Financial Specialist

Vacancy Announcement: 2021-16-USDC

POSITION:	Financial Specialist
POSITION TYPE:	Full-Time Permanent
SALARY RANGE:	CL 24 (\$42,425 - \$68,969) CL 25 (\$46,869 - \$76,160) CL 26 (\$51,610 - \$83,875) (Starting salary depends on qualifications and experience)
OPEN DATE:	Wednesday, August 4, 2021
CLOSING DATE:	Open until filled; Preference given to those who apply by Tuesday, September 7, 2021
AREA OF CONSIDERATION:	Open to All Qualified Individuals.
DUTY STATION:	Denver, Colorado

The Clerk's Office of the United States District Court for the District of Colorado, located in Denver, Colorado is accepting applications for a Financial Specialist position. The Financial Specialist reports directly to the Financial Administrator.

INTRODUCTION

The Clerk's Office of the U.S. District Court for the District of Colorado provides effective and efficient administrative and case management assistance and support to the judicial officers of the Court as well as to all others requiring services of the Court. The Financial Specialist I is primarily responsible for administrative, technical and professional work related to financial and accounting activities of the court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. Financial specialists prepare, update, and analyze a variety of accounting records, financial statements, and reports; oversee and assist with accounts payable and accounts receivable activities.

New hires (including transfers from within the Judiciary) require a mandatory 12-month probationary period. An internal reassignment (current employees of the U.S. District Court for the District of Colorado) requires a mandatory 6-month probationary period. This position has promotion potential up to the CL-26 without further competition. The District of Colorado promotion policy and telework guidelines apply to this position.

REPRESENTATIVE DUTIES

The representative duties of this position include but are not limited to:

- Assist in maintaining, reconciling and reviewing accounting records, consisting of a cash receipts journal, registry fund, non-appropriated fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court. Assist in the preparation, update, examination and analysis of a variety of regular and non-standard reports as requested by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies.

- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Review vouchers for payments related to expenses incurred by the court for appropriateness of payment. Assist with oversight of financial operations to ensure compliance with internal controls, policies, and procedures.
- Assist in training other financial clerks in the use of financial systems and tools.
- Maintain control over unit cash registers and collect and balance cash drawers daily. Count monies received and process receipts and deposits in appropriate bank accounts. Distribute cash register funds to intake clerks. Conduct quality reviews and provide training to intake clerks regarding practices and procedures for financial transactions.
- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- Process victim restitution payments. Process incoming checks. Compile necessary information, produce, and mail payments. Maintain ledger of restitution payments and ensure that victims receive payments. Process returned checks and returned mail. Provide customer service to victims and their representatives. Work with U.S. Attorney's Office and U.S. Probation to reconcile criminal debt accounts and receivable records.
- Receive, review, and process travel vouchers and travel advance requests from court units. Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Coordinate work efforts with other financial deputies in the financial unit.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.

MINIMUM QUALIFICATIONS

The successful applicant must be a high school graduate (or equivalent) and must have two years of general experience and one year of specialized experience to work as a CL-24.

GENERAL EXPERIENCE

Progressively responsible experience that provides evidence that the applicant has: a good understanding of the methods and administrative machinery for accomplishing the work of the organization; the ability to analyze problems and assess the practical implications of alternate solutions; the ability to communicate with others, orally and writing; and the capacity to employ the knowledge, skills and abilities in the resolution of the problems.

SPECIALIZED EXPERIENCE

Progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.

Education may not be substituted for specialized experience.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who are college graduates and who have specialized experience in a court (i.e., Federal, State, or Municipal courts). Proficient in the use of Microsoft Excel and Word, conducting internet searches, the use of computer file structure and other computer applications.

The ideal candidate will possess the following: outstanding customer service skills to a diverse population, ability to prioritize, excellent communication skills (written and verbal), ability to maintain professional appearance and demeanor at all times, ability to show initiative and accountability, flexibility, and willingness to work harmoniously with others in a team-based organization. The incumbent must also work efficiently and effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.

BENEFITS: Judiciary employees get 13 days of vacation for first three years (which increases with tenure), 13 days of sick leave, 11 paid holidays, retirement benefits, and Thrift Savings Plan (TSP) including a government match of up to 5%. Optional benefits include health and life insurance, dental and vision insurance, long-term care insurance, a Flexible Benefits Program which includes health, dependent care, and parking reimbursement, RTD EcoPass (depending on budget), and an in-house fitness facility. Also included is the Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Student loan forgiveness is also available to those qualified, pursuant to the terms of the Public Service Loan Forgiveness ([PSLF](#)) program. See the complete list of benefits on our employment [website](#).



HOW TO APPLY

All qualified applicants should submit the following:

- Application form AO78 (Download it [here](#))
- Current resume and cover letter
- Current/former federal employees, please submit a copy of your latest SF50.
- Most recent performance appraisal.

Your application packet must be submitted **as a single pdf document** by email to: cod_hrd@cod.uscourts.gov. Please note "Vacancy Announcement: 2021-16-USDC" in the subject line of the email. Incomplete applications and applications received after the closing date may not be considered.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an FBI background investigation, credit check and a favorable suitability determination. Investigative updates are required every five years. Employees are required to use electronic funds transfer for payroll deposit. The Court requires employees to adhere to a Code of Conduct as well as specific employee policies and performance expectations. The Court reserves the right to cancel/and or modify this position announcement as needed.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER